

Job Opportunity at Roots for Churches

Operations Coordinator

We are excited to announce an opportunity for an Operations Coordinator to join our dynamic team from 29th September, or as soon as notice periods allow.

In this role, you will support our Managing Director with financial and administrative tasks that underpin our charity's mission to publish resources for churches across the UK, Ireland, and internationally. This includes both print and digital content featured in our bi-monthly Worship Together and Children & Youth magazines, as well as on our website.

As a growing charity, we offer opportunities for future role development and the chance to make a meaningful impact in church ministry.

This is a part-time position, requiring 28 hours per week, with flexibility to work in a consistent weekly pattern that aligns with other team members for collaborative working. The role will primarily be home-based, with some travel within the UK for meetings.

The salary for this position ranges from £25,000 to £30,000 per year, full-time equivalent. This is a permanent position, subject to a successful probationary period of 6 months.

If you are passionate about resourcing and equipping the Church to engage all ages with the Bible, worship, communion, and mission, and you possess the necessary knowledge and experience to thrive in this role, we invite you to access the application form, job description, and notes for candidates from our website: www.rootsforchurches.com/recruitment.

The closing date for applications is **midnight Sunday, 14th September 2025**.